

### **SUPERVISORY ARCHAEOLOGIST**

**DEFINITION:** Under general direction, performs professional work of considerable difficulty; supervises, plans, develops and implements archeological projects of significant scope; serves as a technical field and program expert on matters related to the study of past human activities; engages in research, laboratory study, field investigations, interpretation of archeological reports, and publication of archeological findings; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Plans, schedules, coordinates and supervises archaeological projects; works closely with program manager in determining department project priorities; serves as a consultant and technical expert on the history and cultural resources of the Navajo Nation and of prior civilization; performs field investigations, research, documentation and preparation of reports for publication, contract preparation and monitoring of professional work, supervision of other professional staff, laboratory analysis, and interpretation of field reports and regulations.

Conducts field inspections to ensure adequate protection and preservation of historic properties; assures minimum degree of disruption to archaeological sites; assures compliance with federal regulatory laws; develops systems for inventorying sacred and numerous traditional resources of the Navajo Nation; prepares exhibits of archaeological collections; conducts quality reviews and ensures productivity, timeliness and quality of departmental work; evaluates research proposals, manuscripts, and reports; researches information and prepares routine/periodic/special reports, recommendations, memoranda, contracts, letters and various other documents.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of archaeological principles, theories, concepts, methodology and techniques.

Knowledge of archaeological surveying techniques.

Knowledge of federal historic preservation regulations, guidelines and policies.

Knowledge of traditional practices and beliefs of the Navajo Nation, and the regions southwest prehistory.

Knowledge conducting field investigations, research, documentation and preparation of archaeological reports for publication.

Skill in planning, scheduling, coordinating and supervising archaeological project assignments.

Skill in identifying, evaluating and mitigating effects of impacts on archaeological and historic resources.

Skill in applying Navajo traditional cultures and beliefs to the planning, implementation and preservation of sacred or traditional resources of the Navajo Nation.

Skill in reviewing reports and contract proposals and making appropriate recommendations.

Skill in supervising, training, evaluating and coordinating the activities of subordinate staff.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** There is occasional need to stand, stoop, walk, and perform other similar actions during the course of the workday.

#### **MINIMUM QUALIFICATIONS:**

- A Master's degree in Anthropology or Archaeology; and four (4) years of experience in archeological administration, management and/or research work.

THE NAVAJO NATION

Class Code: 3611  
Professional and Technical Series  
Archaeology Group  
Overtime Code: Exempt  
Pay Grade: 68

### **SUPERVISORY ARCHAEOLOGIST**

#### **PREFERRED QUALIFICATIONS:**

- Four (4) years of experience administering and managing archaeological contracts or programs.
- Four (4) years of experience in public outreach and education.
- Geographic Information Systems (GIS) Training.

#### **SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.